

Subcommittee Application/Nomination Form

Utah Department of Health, Bureau of Emergency Medical Services
PO Box 142004, Salt Lake City, Utah 84114-2004, (801) 538-6435 Fax (801) 538-6808

Name _____ Employment _____

Address _____ City, State, Zip _____

Telephone H: _____ W: _____ C: _____ Pgr: _____

Certification

Application/Nomination for: (Check all subcommittees that you are interested in applying for)	
Place check here	
<input type="checkbox"/>	Operations Subcommittee
<input type="checkbox"/>	Standards and Training Subcommittee
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Describe briefly your certification and qualifications for making this application/nomination.

Signature

Date

Purpose of Subcommittees

Subcommittees are advisory to the state Emergency Medical Services Committee (Committee) and are organized to provide recommendations to the Committee regarding state EMS issues and rules. Subcommittees may establish ad hoc task forces to address specific issues applicable to the purview of their subcommittee, but may not commit travel expenses without approval of the Bureau of Emergency Medical Services (Bureau).

Meeting Schedules

All subcommittees shall, as a minimum, meet four times per year. The chair of the subcommittee, in consultation with the Bureau, can convene additional meetings as needed.

Meeting Attendance

Subcommittee members shall have no more than one unexcused absence per year. If a member is unable to attend a scheduled meeting, they should appoint a proxy with the same level of expertise to attend and vote on their behalf. They should also notify the chairperson of the subcommittee or the Bureau of their inability to attend and name the proxy.

Organization

Each subcommittee shall elect a chair and vice-chair at the first meeting of each fiscal year. The chair shall preside and conduct all meetings; however, the vice-chair shall preside and conduct in the chair's absence. When neither chair nor vice chair is present, the Bureau may appoint a temporary meeting chair.

Conduct of Meetings

All meetings shall be open public meetings. One month prior to the scheduled meeting, a notice will be mailed by the Bureau to all subcommittee members requesting agenda items. The chair, in conjunction with the Bureau administrative support, will then develop an agenda based upon the response to the written request. Subcommittees shall function under Roberts Rules of Order. A quorum shall be a simple majority of subcommittee members. In the event a quorum is not present, formal motions may not be made, however, discussion may be held regarding agenda items and recommendations. Minutes shall record members in attendance, members excused, members absent, whether there was a quorum present, summaries of discussions, recommendations and motions.

Reporting responsibility

The subcommittee chair or vice-chair shall briefly report the proceedings of each subcommittee meeting and lead the discussion regarding any action items requiring action by the Committee. If neither chair nor vice-chair can attend the EMS Committee meeting, the chair shall appoint an alternate and notify the Bureau.

Bureau of Emergency Medical Services (Bureau)

With regard to the conduct of subcommittee business, the Bureau will provide administrative and clerical support only. As such, the Bureau will assign a coordinator to work with the chair to prepare the agenda and assist in other subcommittee administrative matters. The Bureau will also provide a secretary who will prepare the minutes and assist with other clerical needs. Bureau personnel shall be given an opportunity to participate in subcommittee discussions and testify regarding agenda items. If the Bureau is not in support of all subcommittee recommendations or motions, the Bureau will provide written comments to the Committee for their consideration at the next EMS Committee meeting, detailing their opposition of the subcommittee's motion.

Subcommittee Appointment Process

Appointments to a subcommittee shall be for a period of three years. Appointment to unexpired subcommittee terms shall be for the balance of the term. Applications for subcommittee membership will be accepted by the Bureau at any time. Upcoming subcommittee vacancies will be published on the Bureau webpage, along with instructions for obtaining an application for membership. Applications will be reviewed by a nominating committee composed of two Committee members and a representative of the Bureau. Recommendations of the nominating committee shall be reviewed and acted upon as needed by the EMS Committee.